

A User's Guide

Task Cards

for setting up Open Space events

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Task Cards

Cover - 1 card/white

Stages - 3 cards/red

Set Up - 41 cards/yellow

During - 18 cards/blue

Outlook and Action Planning - 10 cards/green

The **Task Cards for setting up Open Space** events is a self-explaining set of cards detailing the tasks during the **Set Up**, **During** the event and for **Outlook and Action Planning**.

The Task Cards support Open Space Teams of any size and experience to

- work as an OS-team
- execute the work as a team task
- not forget anything
- see the entire process
- self-organize, self-structure and self-coordinate
- „tune in“ to the Open Space

The Task Cards can be used over and over again.

The Task Cards can be easily customized: add notes, delete stuff, remove entire cards, create new cards ...

Attention

- not all cards are relevant for every Open Space event!

Set Up

41 cards/yellow

Tasks to deal with and to be coordinated setting up the Open Space event.

Time

- usually it takes 5.5 hours

Material

- 3 pin boards or space on tables or space on the floor
- needles
- **Stages** cards/red
- **Set Up** cards/yellow
- name cards of the OS-team members

Process

- post the **Stages** cards/red „To do!“, „In progress“ and „Done!“ one stage per pin board
- post all **Set Up** cards/yellow below „To do!“
- post name cards of the OS-team members below „In progress“
- pick one **Set Up** card and post it below your name
- complete the task you picked
- move it to „Done!“
- pick another card ... until all **Set Up** cards have traveled from „To do!“ via „In progress“ to „Done!“

Recommendation

- pick one card, finish the task and only then pick a new card

Attention

- some cards indicate: !Coordinate with task card ...!

During

18 cards/blue

Tasks to deal with and to be coordinated **before** and **during** the Open Space.

When

- after having set up the Open Space
- before the Open Space event begins
- during the Open Space event

Material

- 1-2 pin boards
- needles
- **Stages** cards/red
- **During** cards/blue
- name cards of the OS-team members

Outlook and Action Planning

10 cards/green

Tasks to deal with and to be coordinated **before** and **during** Outlook and Action Planning.

When

- before Outlook and Action Planning
- while setting up Outlook and Action Planning
- during Outlook and Action Planning

Material

- 1-2 pin boards
- needles
- **Stages** cards/red
- **Outlook and Action Planning** cards/green
- name cards of the OS-team members

Process

- post the **Stages** cards/red on 1-2 pin boards
- post all **During** cards/blue below „To do!“
- post name cards of the OS-team members below „In progress“
- pick one **During** card and post it below your name
- complete the task you picked
- move it to „Done!“
- pick another card ...

Attention

- some tasks need attention throughout the entire Open Space event

Recommendations

- first, go through all **During** cards in the OS-team
- make sure that responsibilities for ongoing tasks are clarified

Process

- post the **Stages** cards/red on 1-2 pin boards
- post all **Outlook and Action Planning** cards/green below „To do!“
- post name cards of the OS-team members below „In progress“
- pick one **Outlook and Action Planning** card and post it below your name
- complete the task you picked
- move it to „Done!“
- pick another card ...

Attention

- some cards need attention before Outlook and Action Planning

Recommendation

- first, go through all **Outlook and Action Planning** cards in the OS-team

Authors / Editions / Print and Distribution

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